

MEMORANDUM

TO: William T. Lichter, Village Manager

FROM: David A. Hulseberg, AICP
Assistant Village Manager/Director of Community Development

DATE: May 1, 2008

SUBJECT: Creation of the Lombard Circulator Task Force

BACKGROUND

For the past two years, the Village has been working together with the DuPage Mayors and Managers Conference to develop a local bus circulator service for the Village of Lombard. On December 17, 2007, the Village Board passed a resolution accepting the preferred alternative for local circulator service and agreeing to diligently work towards developing an Implementation Plan for the preferred alternative service design, including pursuing potential funding resources and submitting applications to these sources.

TASK FORCE FORMATION

The task force will be charged with creating a strategy for implementing the service plan, including how to fund, operate, market, and monitor the service. The task force will be formed as an ad hoc committee. Following the provisions set forth in Section 30.21 of the Village Code, the Corporate Authorities shall make the following determinations pertaining to the establishment of an ad hoc committee. Included within each sub-section is a staff and/or Village President recommendation.

(A) Membership

To ensure the highest quality of members who are both familiar with and have an interest in the circulator, staff contacted those individuals and organizations who have participated in previous circulator-related activities (April 19, 2007 Focus Group and July 19, 2007 Community Forum). Glenbard East High School, York Township, and the Lombard Area Chamber of Commerce were also invited to serve. The names of the interested parties are now forwarded to the Village President for final consideration by the Village Board. Ultimately, the intent of the selection process is to establish a Task Force of individuals who can comprehensively review a wide variety of issues and offer their unique perspectives to the Task Force.

Attached is a table denoting individuals that have expressed an interest in being a member of the Task Force. This table includes each member's respective affiliation and/or perspective. Additionally, staff also recommends that one representative from the Transportation and Safety Committee and one representative from the Economic and Community Development Committee be selected as part of the Task Force.

DuPage Mayors and Managers Conference is also expected to attend the meetings along with representatives from Pace and/or Metra who will be able to provide technical assistance to the Task Force.

(B) Number of Voting Members

Staff recommends a working Task Force of the aforementioned 10 individuals as voting members of the Committee. This number provides for one or more individuals who can represent a particular perspective or interest. The Chairperson, or Alternate Chairperson, would be non-voting members of the Task Force.

(C) The Chairperson(s) and Alternate-Chairperson(s)

Trustee Jack O'Brien is suggested to be designated as the Chairperson for the Task Force and Trustee Richard Tross is suggested to be designated as the Alternate Chairperson for the Task Force.

(D) Staff Representative(s) Assisting the Committee

David Hulseberg, Assistant Village Manager/Director of Community Development, is suggested to be the staff liaison for the Task Force. Other members of the Community Development Department staff will also provide technical and/or support services to the Committee as needed.

Committee Termination

Lastly, per Section 30.21, the proposed Task Force will cease to exist upon acceptance of the Task Force's final report by the Corporate Authorities. Based upon the timeline developed by the DuPage Mayors and Managers Conference, the final report shall be presented to the Village Board in mid-late summer, 2008 and the Task Force shall disband. Upon direction by the Board, staff will then forward any recommendations to the respective standing committees for requisite review and/or public hearings accordingly.

RECOMMENDATION

Please place this item on the May 1, 2008 Village Board agenda for consideration. Staff recommends that the Corporate Authorities approve a motion establishing a Lombard Circulator Task Force.